



Winter 2015 BSIR/FMFW Webinar Instructions

January 5, 2015 and January 12, 2015

9:30 a.m. to 1:00 p.m.

Meeting Etiquette:

- Test your web meeting and phone connection prior to the meeting.
- Contact the facilitator for any troubleshooting prior to the meeting.
- Mute your phone.
- Save your questions until the end of the webinar.

TO ATTEND THE WEB CONFERENCE AND JOIN WITH AUDIO:

JANUARY 5, 2015 WEBINAR

Web Conference Details:

1. Go to: <https://bluejeans.com/643466534>
2. Enter your full name and Email address.
3. Click Access Meeting.
4. Choose connection option Browser, select Join Meeting.
5. **Keep Check** on "Send audio" and **Uncheck** "Send video." Audio will come from your PC microphone and speaker.
6. Click Enter Meeting

If telephone audio is preferred, mute the microphone and speaker in BlueJeans:

- Telephone dial in: 1-408-740-7256 or 1-888-240-2560
- Meeting ID: **643466534**

JANUARY 12, 2015 WEBINAR

Web Conference Details:

1. Go to: <https://bluejeans.com/192288911>
2. Enter your full name and Email address.
3. Click Access Meeting.
4. Choose connection option Browser, select Join Meeting.
5. **Keep Check** on "Send audio" and **Uncheck** "Send video." Audio will come from your PC microphone and speaker.
6. Click Enter Meeting

If telephone audio is preferred, mute the microphone and speaker in Blue Jeans:

- Telephone dial in: 1-408-740-7256 or 1-888-240-2560
- Meeting ID: **192288911**

TEST YOUR BROWSER BEFORE YOU ATTEND YOUR FIRST WEB CONFERENCE

Visit <http://bluejeans.com/faq#connecting> to test your web browser for compatibility with the web conference.